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HOW TO APPLY:

Please submit a cover letter, resume' and Direct Hire Application. This job posting and a Direct Hire application can be found on our website:

<http://www.maine.gov/fps/opportunities/>

APPLICATIONS MUST BE SUBMITTED BY:

Friday, February 27, 2015

MAIL COMPLETED APPLICATIONS TO:

Tammy Sturtevant, HR Generalist
General Gov. Service Center
74 State House Station
Augusta, Maine 04332-0074
207-624-7418 (T)
207-287-4032 (F)

OR EMAIL TO:

dafsdirecthire@maine.gov

Direct Hire Career Opportunity Bulletin

Maine Revenue Services Public Service Manager III - Financial Risk Manager

Code: MA34 **Pay Grade:** 34 - Salary: \$60,112.00 – 82,804.80/annually

Open for Recruitment: February 12, 2015 – February 27, 2015

JOB DESCRIPTION:

This position provides both operational and programmatic leadership for the agency in the areas of strategic planning, internal control and financial management including revenue accounting oversight, receivables management, expenditure administration and contract control.

REPRESENTATIVE TASKS

- Direct and oversee all aspects of the finance and accounting functions of the agency.
- Manage processes for budgeting and financial records systems along with statistical reporting.
- Validate that effective internal controls are in place and ensure compliance with applicable federal and state standards for the agency's financial and accounting systems.
- Oversee and direct the bureau's participation in the state's annual audit engagement.
- Provide leadership in the development and evaluation of short and long-term strategic financial objectives.
- Ensure credibility of the MRS accounting group by providing timely and accurate analysis of MRS budgets and associated reports or projections.
- Evaluate and advise on the impact of long range planning, introduction of new programs/strategies and statutory requirements related to financial issues.
- Establish and maintain strong relationships with senior MRS executives to identify their needs and identify a full range of business solutions.
- Provide senior MRS management with advice on the financial implications of agency program operations.
- Provide recommendations to strategically enhance financial efficiency and control.
- Provide centralized RFP and contract development, standardization and management

KNOWLEDGES, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of principals of contract administration and project management
- Knowledge of the principles and practices of public administration and public finance
- Knowledge of public institution accounting and budgeting systems
- Knowledge of applicable state and federal laws, rules and regulations
- Knowledge of Governmental Accounting Standards Board (GASB) standards
- Ability to drive continuous improvement and skillful execution of financial plans and controls
- Ability to administer agency-wide systems
- Ability to develop, revise, and implement internal control accounting procedures
- Ability to interpret state or federal laws and regulations
- Ability to communicate effectively orally and in writing
- Ability to direct the evaluation, revision and implementation of managerial procedures
- Ability to establish and maintain effective working relationships

MINIMUM QUALIFICATIONS:

CPA with at least 5 years of experience as a Controller, Chief Financial Officer or providing audit services for large institutions (\$1 billion or more in annual revenue or assets). Experience working with complex computer systems and internal control accounting and managing professional staff.

All candidates applying for a position at Maine Revenue Services will be subject to a tax clearance check. In order to be selected for a position, an applicant must have filed all his or her Maine returns and paid all Maine tax liabilities.

For all candidates not currently employed at Maine Revenue Services: State law requires that applicants seeking initial employment with Maine Revenue Services undergo a fingerprint-based state and federal criminal history record check.

BENEFITS

The value of State's share of Employee's Retirement: 16.17% of pay for BU positions and 21.17% for Confidential employees.

The value of State-paid Dental Insurance: \$13.13 biweekly

The value* of State-paid Health Insurance:

Level 1: 100% State Contribution (employee pays nothing): \$375.10 biweekly

Level 2: 95% State Contribution (employee pays 5%): \$356.35 biweekly

Level 3: 90% State Contribution (employee pays 10%): \$337.59 biweekly

Level 4: 85% State Contribution (employee pays 15%): \$318.84 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program.